



Diocese of Middlesbrough
Academy Admission Policy for
St Thomas More Primary, a Voluntary Catholic Academy, a member of
St Hilda's Catholic Academy Trust
within Middlesbrough Local Authority
2018-2019

St Thomas More Primary, a Voluntary Catholic Academy was founded by the Catholic Church to provide education for baptised Catholic children. The school is run by the Board of Directors of St Hilda's Catholic Academy Trust as part of the Catholic Church in accordance with its Trust Deed and Articles of Association and seeks at all times to be a witness to Jesus Christ.

Whenever there are more applications than places available priority will always be given to Catholic applicants in accordance with the oversubscription criteria listed below.

In applying for a place at the academy, parents or carers should familiarise themselves with the aims and ethos of this Catholic academy.

The Board of Directors is the Admissions Authority and is responsible for determining the academy's admissions policy. The Planned admission number for September 2018 is 30.

The Admissions Policy Criteria will be applied on an Equal Preference basis.

How and When to apply

Applications must be made on the Local Authority Common Application Form. Parents are made aware that you must also complete our published Supplementary Information Form (SIF) as this is used to determine whether you are applying under a specific category. All forms must be returned by the closing date set by the Local Authority, failure to provide a Supplementary Information Form (SIF) could affect the category your application is placed in. Please note that it is the responsibility of the parent/carer to complete all forms and supply evidence – reminders will not be sent

Children with an **Educational Health and Care Plan** which names our academy in their plan will be admitted to the academy.

Late Applications

Any applications received after the closing date will be accepted but considered only after those received by the closing date.

Oversubscription Criteria

Parents are asked to note that admission to the Nursery unit is no guarantee of entry into the main academy.

Where there are insufficient places available to meet all parental preferences, priority will be given to applications in the following order:

(First priority in each category will be given to siblings (see note 3) that is, children who will have older brothers or sisters attending the academy in September 2018.)

1. Catholic 'children looked after' (in public care) and Catholic children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
2. Catholic children whose home address is within the parishes of St Thomas More and St Joseph's, where the admission zone is that of St Thomas More Primary.
3. Catholic children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the closing date of the application for admission to the academy.
4. Other Catholic children.
5. Other 'children looked after' (in public care) and other children previously 'looked after' but ceased to be so because they became adopted or became subject to a residence or special guardianship order immediately following having been looked after.
6. Children who are baptised or dedicated members of other Christian Churches as recognised by Churches Together (see note 3)
7. Other children of members of academy staff who have been employed at the academy or its predecessor school for two or more years at the closing date of the application for admission to the academy.
8. Other children.

ADDITIONAL NOTES

1. Definition of Catholic

Children who, at the closing date of your application, have been baptised as Catholics or have been formally received into the Catholic Church. All applicants seeking admission under any of criteria 1 to 4 will be asked to provide evidence that the child has been baptised as a Catholic or has been received into the Catholic Church. A baptismal certificate or a letter from their priest confirming their baptism or reception into the Catholic Church will need to be included with your supplementary information form.

2. Definition of Looked After Child in Public Care

A **looked after child** is a child who is (a) in the care of a Local Authority or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22 (1) of the Children Act 1989):

3. Churches Together in England See link below

http://www.cte.org.uk/Groups/234772/Home/Contacts/Member_Churches_list/Member_Churches_list.aspx -

Applicants seeking admission under criteria 6 will be required to produce a baptismal certificate or a letter confirming their baptism which should be returned with your 'supplementary information form'.

4. Definition of Sibling

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the academy place is sought is living in the same family unit at the same address as that sibling and is in attendance at the same academy on the date of admission.

5. Multiple Births

For multiple births where only 1 place remains, infant classes will be allowed to exceed the statutory limit where the 31st child is a twin or from multiple births. The 'excepted pupil' will be allowed for the time in Key Stage 1 or until the class numbers fall back to current class size limit

6. Admission of a child outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health. In addition parents of a Summer born child (born between 1st April and 31st August) may choose not to send their child to school until the September following their 5th birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1.

If you wish to request admission of a child outside of their normal year group, to allow time for an informed decision to be made, you must contact the academy to discuss your request four weeks before the closing date of the admission period for your child's normal year group. If the academy agrees to your request you must then make a new application as part of the main admissions round the following year, the application will be processed as normal and places will be allocated at the academy according to the academy's oversubscription criteria – previously agreed deferral does not guaranteed a place at the academy.

Parents should be aware that other admission authorities cannot be required to honour a decision made by another school or admissions authority on admission out of the normal age group. If a place is not available at the academy that had agreed to the deferral request, other schools may insist the child is admitted to the correct year group.

Tie-breaker

Where there are places available for some, but not all applicants within a particular criterion, distance from home address to the school entrance will be the deciding factor. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, [using the Local Authority's computerised measuring system], with those living closer to the school receiving the higher priority.

Right of Appeal

Where a parent has been notified that a place is not available for a child, every effort will be made to help the parent to find a place in a suitable alternative school or academy. Parents who are refused a place have a statutory right of appeal. Further details of the appeals process are available by writing to the Chair of the Board of Directors at the academy address.

Home Address

It is the parental address which will be used in applying the admission criteria. This means that, when stating your choice of school or academy, you should give the parental/guardian address at the time of application. The address of childminders or other family members who may share in the care of your child should not be quoted as the home address.

Waiting Lists

If your child has been refused admission, a waiting list is available where priority will be given according to the above criteria based on the information provided at the time of application. The waiting list will be open until the end of the autumn term.